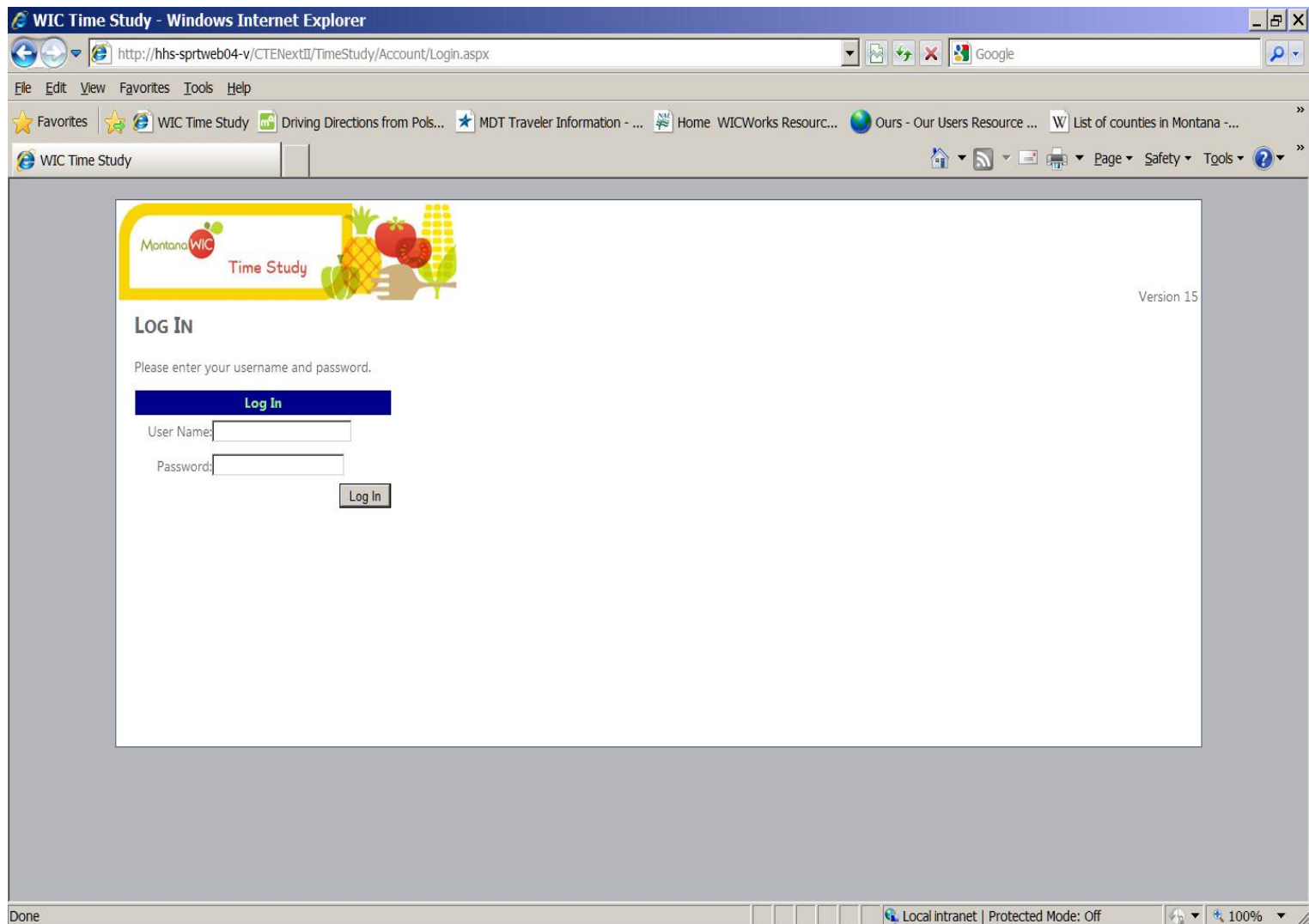


REVISED TIME STUDY DESKTOP ICON



On each SPIRIT enabled computer in the local agencies, this icon will be present when the next rollout occurs. Left click on this icon and you will be taken to.....



This is the initial page of the new Time Study log in. The user name and password are the same as you use for logging into SPIRIT.

This is where the time recording starts

Are you ready?

The screenshot shows a Windows Internet Explorer browser window titled "WIC Time Study - Windows Internet Explorer". The address bar displays the URL: <http://hhs-sprtweb04-v/CTENextII/TimeStudy/Views/DataEntryView.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows several links, including "WIC Time Study". The main content area features a header with the "Montana WIC Time Study" logo and "Version 15" text. Below the header, there is a "View" link. The main form area contains the following elements:

- Enter Time Study Date:** A text input field with the value "CS1324" and a calendar icon to its right.
- Copy:** A checkbox labeled "Copy: Select date > select copy > then select date and save".
- Total Time:** A text input field with the value "00:00".
- Agency:** A dropdown menu currently showing "STATE WIC AGENCY".
- Buttons:** "Save" and "Log Off" buttons.

The status bar at the bottom of the browser window shows "Done", "Local intranet", "Protected Mode: Off", and a zoom level of "100%".

You will notice that your C number appears to the left of the calendar tab. Click on the calendar and choose the day that you would like to enter. Another note, your center tab should contain your local clinic name – if not, use the drop down and find your clinic and click on it.....

WIC Time Study - Windows Internet Explorer

http://hhs-sprtweb04-v/CTENextII/TimeStudy/Views/DataEntryView.aspx

File Edit View Favorites Tools Help

WIC Time Study

Montana WIC Time Study

Version 15

View ▶

Enter Time Study Date: ☐ Copy: Select date > select copy > then select date and save

CS1324 05/01/2013 STATE WIC AGENCY

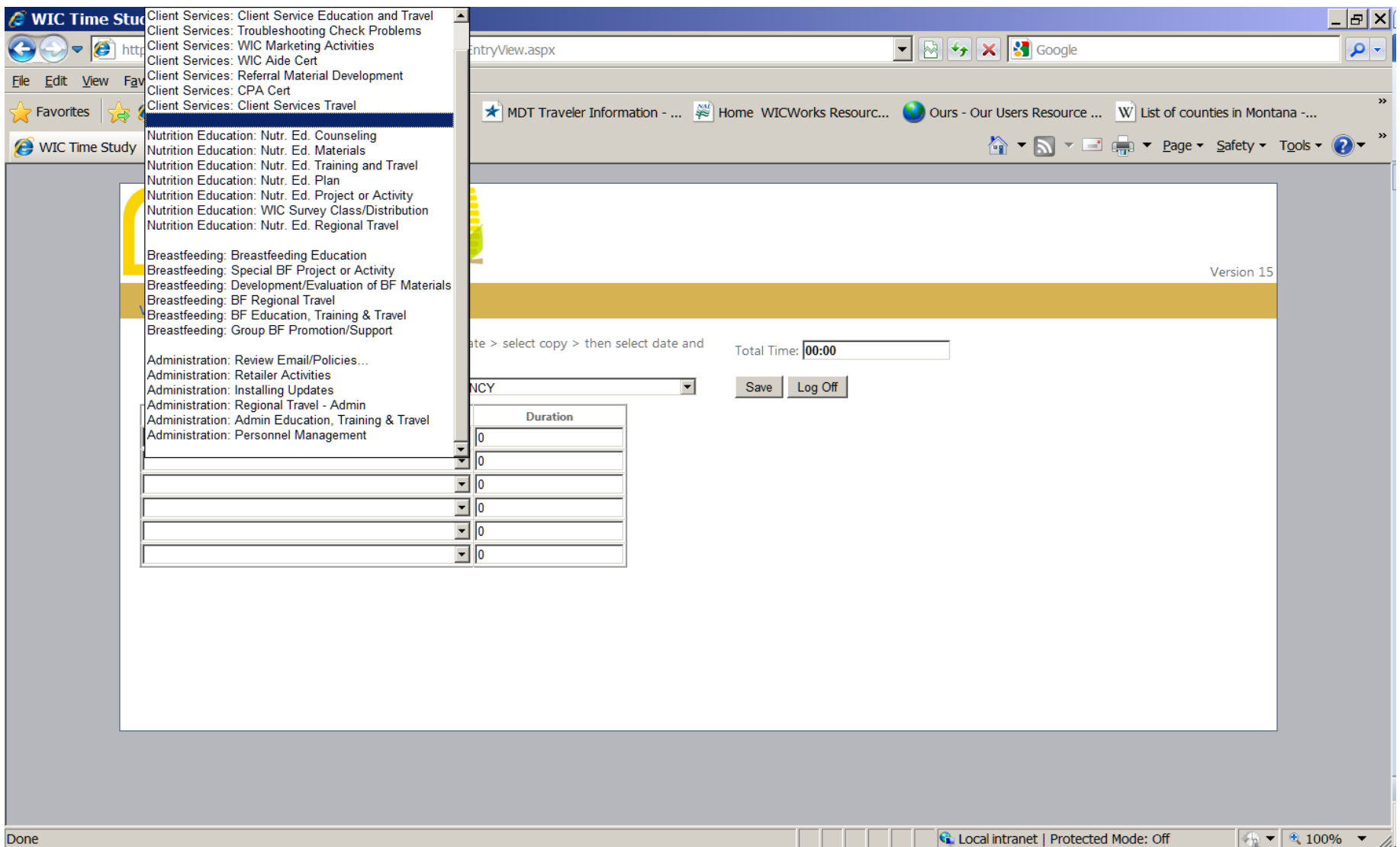
Total Time: 00:00

Save Log Off

Task	Duration
	0
	0
	0
	0
	0
	0

Local intranet | Protected Mode: Off | 100%

When you choose a day to add how you spent your time, this is what will come up. You will notice that there are only six spaces to choose a task and to enter a duration length (in minutes). If you need more they will appear as needed.



You will need to look through the list and know all of the activities you can choose from. These are the same that were part of the former Excel spreadsheet time study. Once you are familiar with the service that you normally perform on the days you are in the office and charging time to the WIC program, it will be a lot easier to find because you will know where to look..

WIC Time Study - Windows Internet Explorer

http://hhs-sprtweb04-v/CTENextII/TimeStudy/Views/DataEntryView.aspx

File Edit View Favorites Tools Help

WIC Time Study

Version 15

View ▶

Enter Time Study Date: ☐ Copy: Select date > select copy > then select date and save

CS1324 05/29/2013 STATE WIC AGENCY

Total Time: 00:30

Save Log Off

Task	Duration
Client Services: WIC Aide Cert	30
	0
	0
	0
	0
	0

Done

Local intranet | Protected Mode: Off

100%

I have added a WIC aide certification and spent 30 minutes on that task. Each time you enter a Task and/or a Duration I would suggest that you click save and it will be there when you come back to finish out the time for that day. You can either minimize the screen or Log Off. If you click on Log Off and you have saved your information, it will prompt you with.....

WIC Time Study - Windows Internet Explorer

http://hhs-sprtweb04-v/CTENextII/TimeStudy/Views/DataEntryView.aspx

Google

File Edit View Favorites Tools Help

Favorites

WIC Time Study

Driving Directions from Pols...

MDT Traveler Information - ...

Home WICWorks Resourc...

Ours - Our Users Resource ...

List of counties in Montana -...

WIC Time Study

Page Safety Tools

Montana WIC Time Study

Version 15

View

Enter Time Study Date:

CS1324

05/29/2013

☐ Copy: Select date > select copy > then select date and save

STATE WIC AGENCY

Total Time:

04:00

Save

Log Off

Task	Duration
Client Services: WIC Aide Cert	180
Administration: Review Email/Policies...	60
	0
	0
	0
	0

Done

Local intranet | Protected Mode: Off100%

WIC Time Study - Windows Internet Explorer

http://hhs-sprtweb04-v/CTENextII/TimeStudy/Views/DataEntryView.aspx

File Edit View Favorites Tools Help

WIC Time Study

Montana WIC Time Study

Version 15

View ▶

Enter Time Study Date: ☐ Copy: Select date > select copy > then select date and save

Total Time:

CS1324

Task	Duration
Client Services: WIC Aide Cert	30
Administration: Review Email/Policies...	45
	0
	0
	0
	0

The Data has changed, do you want to save?

Local intranet | Protected Mode: Off | 100%

This notice will appear and you will need to choose which action you would like to take....

WIC Time Study - Windows Internet Explorer

http://hhs-sprtweb04-v/CTENextII/TimeStudy/Views/DataEntryView.aspx

File Edit View Favorites Tools Help

WIC Time Study MDT Traveler Information - ... Home WICWorks Resourc... Ours - Our Users Resource ... List of counties in Montana - ... Home - Lobby

WIC Time Study

Page Safety Tools

Montana WIC Time Study

Version 15

View

Enter Time Study Date: ☐ Copy: Select date > select copy > then select date and save

CS1324 05/02/2013 STATE WIC AGENCY

Total Time: 07:25

Save Log Off

Task	Duration
Administration: Review Email/Policies...	80
Client Services: CPA Cert	320
Nutrition Education: Nutr. Ed. Plan	45
	0
	0
	0

Local intranet | Protected Mode: Off 100%

So, this day is ready to Save and then Log Off.....but wait – I have just noticed the word Copy and I am curious as to how I can use that.....

WIC Time Study - Windows Internet Explorer

http://hhs-sprtweb04-v/CTENextII/TimeStudy/Views/DataEntryView.aspx

File Edit View Favorites Tools Help

WIC Time Study MDT Traveler Information - ... Home WICWorks Resourc... Ours - Our Users Resource ... List of counties in Montana - ... Home - Lobby

WIC Time Study

Version 15

View ▶

Enter Time Study Date: ☒ Copy: Select date > select copy > then select date and save

Total Time: 07:25

CS1324 05/03/2013 STATE WIC AGENCY

Save Log Off

Task	Duration
Administration: Review Email/Policies...	80
Client Services: CPA Cert	320
Nutrition Education: Nutr. Ed. Plan	45
	0
	0
	0
	0
	0
	0

Local intranet | Protected Mode: Off 100%

Notice the change on this screen versus the last screen? There is a check mark in the Copy: Select date > select copy > then select date and save.

WIC Time Study - Windows Internet Explorer

http://hhs-sprtweb04-v/CTENextII/TimeStudy/Views/DataEntryView.aspx

File Edit View Favorites Tools Help

WIC Time Study

Montana WIC Time Study

Version 15

View ▶

Enter Time Study Date: ☒ Copy: Select date > select copy > then select date and save

CS1324 05/03/2013

Total Time:

Task	Duration
Administration: Review Email/Policies...	80
Client Services: CPA Cert	320
Nutrition Education: Nutr. Ed. Plan	45
	0
	0
	0

Local intranet | Protected Mode: Off | 100%

Voila! Different day, same information with one click! Easy and fun? I think so!

WIC Time Study - Windows Internet Explorer

http://hhs-sprtweb04-v/CTENextII/TimeStudy/Views/DataEntryView.aspx

File Edit View Favorites Tools Help

WIC Time Study

Montana WIC Time Study

Version 15

View ▶

Enter Time Study Date: ☒ Copy: Select date > select copy > then select date and save

CS1324 05/06/2013

Total Time: 08:00

Save Log Off

Task	Duration
Administration: Review Email/Policies...	80
Client Services: CPA Cert	320
Nutrition Education: Nutr. Ed. Plan	45
Nutrition Education: Nutr. Ed. Counseling	35
	0
	0
	0
	0
	0
	0

Local intranet | Protected Mode: Off 100%

Another day, another example....

WIC Time Study - Windows Internet Explorer

http://hhs-sprtweb04-v/CTENextII/TimeStudy/Views/DataEntryView.aspx

File Edit View Favorites Tools Help

WIC Time Study

WIC Time Study MDT Traveler Information - ... Home WICWorks Resourc... Ours - Our Users Resource ... List of counties in Montana - ... Home - Lobby

WIC Time Study

Version 15

View ▸

- Data View
- LA Monthly Summary
- 798 Summary

CS1324

STATE WIC AGENCY

Total Time: 00:00

Save Log Off

Copy: Select date > select copy > then select date and save

Local intranet | Protected Mode: Off

100%

To view or review what you have saved in the time study – click on the word View and these three choices show up. I believe that your choices will be somewhat different, depending on your assigned duties.

WIC Time Study - Windows Internet Explorer

http://hhs-sprtweb04-v/CTENextII/TimeStudy/Views/LAMonthlySummaryView.aspx

File Edit View Favorites Tools Help

WIC Time Study MDT Traveler Information - ... Home WICWorks Resourc... Ours - Our Users Resource ... List of counties in Montana - ... Home - Lobby

WIC Time Study Page Safety Tools

Montana WIC Time Study Version 15

View

CS1324 05/01/2013 Month Quarter Year FERGUS/HRDC

May 2013 State of Montana WIC Program Monthly Summary Report for FERGUS/HRDC Report Generated on 05/30/2013

Users	Total Hours	Client Services								Nutrition Education						Breastfeeding				Administration						Total Minutes				
		WIC Aide Cert	CPA Cert	Troubleshooting Check Problems	Client Services Travel	Participant Retailer Counseling	WIC Marketing Activities	WIC Survey Tallying	Client Service Education and Travel	Referral Material Development	Nutr. Ed. Counseling	Nutr. Ed. Materials	WIC Survey Class/Distribution	Nutr. Ed. Regional Travel	Nutr. Ed. Training and Travel	Nutr. Ed. Plan	Nutr. Ed. Project or Activity	Breastfeeding Education	Group BF Promotion/Support	Development/Evaluation of BF Materials	BF Regional Travel	BF Education, Training & Travel	Special BF Project or Activity	Review Email/Policies...	Personnel Management		Installing Updates	Regional Travel - Admin	Admin Education, Training & Travel	Retailer Activities
C90663	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
C94096	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
C96789	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
C97100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
CS1324	33.5	0	1800	0	0	0	0	0	0	0	60	0	0	0	0	0	60	0	0	0	0	0	90	0	0	0	0	0	0	2010
CS5251	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Totals		0	1800	0	0	0	0	0	0	0	60	0	0	0	0	0	60	0	0	0	0	0	90	0	0	0	0	0	0	

Done Local intranet | Protected Mode: Off 100%

You can view a monthly summary of your time entered and the category that it is assigned to.

As the collector of time studies, I can then look at the end of the month and see who hasn't entered any time and "gently" remind them to do so.

Questions?

If you have questions, or concerns once you start using the Time Study, please call The State Office at 1-800-433-4298 or E-mail them to:
blahr@mt.gov

Thank you!

